



JAMES A. NOYES, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **AE-3**

March 18, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**JOB ORDER CONTRACTS FOR  
REPAIR AND REFURBISHMENT OF COUNTY FACILITIES  
ADOPT AND ADVERTISE  
SPECS. VARIOUS  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT  
YOUR BOARD:**

Adopt the Job Order Contract Unit Price Book and Specifications and instruct the Executive Officer to advertise for bids to be received for two separate JOCs on April 27, 2004, and May 4, 2004, in accordance with the enclosed "Instruction Sheet for Publishing Legal Advertisements."

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The two JOCs will augment Public Works' ability to effectively and efficiently respond to a broad array of County repair and refurbishment projects under the direction of Public Works.

The JOC is a flexible, cost-effective unit price contracting technique to accomplish repair and refurbishment of County facilities without extensive plans and specifications. Public Works has previously used JOCs to repair or refurbish County buildings. This relatively simple and straightforward process reduces administrative requirements and lowers direct construction costs, while meeting all Federal, State, and County procurement requirements. We are currently administering four active JOCs and their capacity is fully allocated.

These JOCs will help expedite, as the need arises, capital projects and earthquake repair of facilities in the courts, health, justice, and general project areas. The Public Contract Code Section 20128.5 allows individual JOCs to have a one-year term and a maximum value of \$3 million. Specific work orders authorized under each JOC are reported quarterly to your Board.

### **Implementation of Strategic Plan Goals**

This action meets the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness as this construction contract will improve public facilities and restore them fully into service sooner than with traditional construction contracting. Using JOC to complete earthquake recovery projects will give the public and County employees access to safer buildings that could prevent injuries or loss of life from future seismic events.

### **FISCAL IMPACT/FINANCING**

There is no anticipated fiscal impact to the County as a result of this action. No work will be assigned to these JOCs without the Chief Administrative Office's prior review and funding authorization.

The contracts will be administered by Public Works. Repair or refurbishment work accomplished through JOC will be financed through the appropriate capital or refurbishment projects' budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for termination of services upon prior written notice, renegotiation, and hiring qualified displaced County employees will be included.

The project specifications contain provisions requiring the contractors to report solicitations of improper consideration by County employees and allows the County to terminate the contracts if it is found that the contractors offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

As required by your Board, language has been incorporated into the project specifications stating that the contractors shall notify their employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will be required to be in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure the contracts are awarded to responsible contractors with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

### **ENVIRONMENTAL DOCUMENTATION**

The implementation of each work order under these JOCs shall be subject to a prior determination and documentation by Public Works that the work order is categorically exempt from the California Environmental Quality Act. In the event the work order is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation. Federally funded work orders shall be subject to an environmental determination by the appropriate federal agencies.

### **CONTRACTING PROCESS**

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (enclosed).

The Honorable Board of Supervisors  
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Participation by Community Business Enterprises will be encouraged through Public Works' Capital Projects CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

As requested by your Board on February 3, 1998, the invitation for bids will be listed on the "Doing Business with Us" website.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts as these contracts are for non-Proposition A services.

Following receipt of bids, we will return to your Board for contract award.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The use of these contracts will expedite the completion of repair or refurbishment work managed by Public Works. Minor impacts to tenant departments may occur while repair or refurbishment work is underway.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Office and Public Works.

Respectfully submitted,

JAMES A. NOYES  
Director of Public Works

DAVID E. JANSSEN  
Chief Administrative Officer

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Enc.

cc: Chief Administrative Office  
County Counsel  
Department of Public Social Services (GAIN/GROW Program)  
Office of Affirmative Action Compliance

March 18, 2004

**ENCLOSURE**

**JOB ORDER CONTRACTS FOR  
REPAIR AND REFURBISHMENT OF COUNTY FACILITIES  
ADOPT AND ADVERTISE  
SPECS. VARIOUS**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 15 days prior to the bid opening date. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS.</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
All	JOC Specs.	JOC No. 15	No Fee	04/27/04
All	JOC Specs.	JOC No. 16	No Fee	05/04/04

Bids shall conform to Bidding Requirements, General Conditions, Specifications, and Unit Price Books open for inspection at the Cashier's Office, Department of Public Works, 900 South Fremont Avenue, First Floor, Alhambra, California 91803. Copies of the above documents to be bid upon may be obtained at such office for a fee as indicated. For information regarding receipt of bid documents or project-related information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office located at the above address before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on these dates in the Fifth Floor Main Conference Room, 900 South Fremont Avenue, Alhambra, California 91803.

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Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a "B" license classification at the time of award. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

Public Works will hold a single mandatory pre-bid conference for both JOC bids at 9:00 a.m., on April 8, 2004, in Conference Room C, 900 South Fremont Avenue, Alhambra, California 91803, to provide information on the Job Order Contract, bidding process, and answer any questions that potential bidders may have. It is strongly recommended that the pre-bid conference be attended by a principal of the company or a person authorized to make decisions for the company.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated March 30, 2004.

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES